DRAFT

DATE: 11 JANUARY 2017

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Chris Wydman	✔	Vice Chair:	Nathan Owens	✔
Secretary:	Marlys Bradshaw	✔	Past Chair:	Darren Shulman	✔
State Archivist:	Fred Previts	✔			
Members:	Sharlene Chance	✔		Daniel Johnson	✔
	Sara Clark	A		Kevin Latta	✔
	Alyshia Dygert	✔		Bill Lavin	✔
	Roger Hansen	✔		Dan Noonan	A
	Jennifer Heapy	A		John Runion	✔
	Robin Heise	✔		Cindy Sauer	✔
	Jeff Hitch	✔		Eira Tansey	✔
GUESTS:					

✔ **= Present; A = Absent; M = Medical Leave**

1. **Approval of Minutes 12 October 2016**

   Chair Chris Wydman called the meeting to order at 12:36 pm.

   Typos were noted in the minutes. Darren motioned to accept the minutes as amended – Nate seconded – All ayes.

   The minutes were approved with changes.

2. **Membership Committee Report**

   Nate announced new member Roger Hanson of Franklin County Children Services.

   Jeff Hitch updated his information.

   Nate will send an application to Jacqueline Johnson, Miami University Archivist.

   Introductions were made.

   The Membership Committee needs more people. Robin and Alyshia are added, and will join John & Sara.

3. **2017 Program Discussion**

John said that Stark County won't work as the location out due to space and technical problems.

Previously brainstormed via email – Delaware works as a location. Records Coordinator, Chris Shaw says they have a classroom and microfiche scanning area.

We would have 2 sessions on October 6. 100 people capacity, 8-9am setup – John, Darren, Marlys, & Fred.

Fred received funding from OHRAB. John – travel scholarship? Darren – flash drives? Lunch for speakers & staff? – lunch time needs to be built in, too rushed last year. Darren can arrange if we give him budget or John will work with Chris S.

Nate asked how many flash drives are left from before. Fred will check. Dan can load in bulk. Darren suggested refreshments for attendees.

Nate suggested "Digitizing Your Records Scanning Tool to Help You Decide."

Tour of Delaware Scanning Center.

2 duplicate sessions. Nate asked how many can tour at once?

John – 9:00am registration, 9:30am-10:30am presentation, 10:30am-11:30am tour

      1:00pm registration, 1:30pm-2:30pm presentation, 2:30pm-3:30pm tour

Darren thought tour might be shorter. Chris suggested scenarios if tour is short or only half can do at a time.

Check with Chris S. about tour details including archives.

John will handle advertising/promotion. Chris will help with list of CARMA/ARMA organizations and county clerks' associations.

Darren asked John to ask Chris S. if she wants to handle lunch/refreshment orders or have Darren do it.

Pari had an online registration tool – Nate will check. Nate said we should put templates on GoogleDrive.

Darren said we need a flyer by April meeting. Chris will work on flyer for Oct.6 workshop.

4. **Consolidation of Guidelines**

Cindy needs a group for revision. Focus on email first. Eira mentioned Capstone last time. Eira has some things to finish first on her email project. Eira and Darren will join in later.

Cindy wants to work on intro first, then preservation, then recordkeeping. Cindy will review Intro and 1.1., Marlys will review 1.2., and Roger will review 1.3. – edits sent to committee via email.

5. **Information Governance Tip Sheet**

Nate was busy in Nov. & Dec. Overview of tip sheet – Intro statement so far will include definition and what is tied to it (i.e. maturity model – ad hoc, stabilized, mature; participants, etc.)

May 18 – local ARMA seminar – boot camp on Information Governance - $69 for members

Nate will retake IG certification test this spring. Will have tip sheet by end of month – skeleton for review.

Will add to handbook – blurb in Intro. Cindy will reach out to Nate when done with 1.1. review.

Alyshia suggested separating out tip sheet by maturity levels. Nate – describe and link to ARMA. Alyshia – most important to ideal. Nate – add case study, pros and cons.

6. **Capstone Investigation**

Eira will be assisted by Dan N., Darren, & Alyshia. They will focus on 3 different aspects – federal, state, and Ohio. They will create recommendations after finishing review.

Dan N. sent Utah article – they actually talked to records professionals, cross section of people involved. Eira thought it was a great article.

Eira – thinking to do guidelines – would do tool if that worked out – will do article and give author credit to those helping. She will have more in April.

7. **Activity Stats**

Dan N. and Eira stats don't match. Not clear why. Unresolved.

8. **Remember to Use Activity Log**

Please enter information. Dan N. will update dates.

9. **Other New Business from the Floor**

Fred said that the State Archives is busy transferring outgoing legislators' records to the archive.

John is working on new policy in Stark County – will share when approved.

Nate – should we inventory tools? Social networking, WordPress, linkedin account? We should use and update access or shut down.

We should change membership applications to go to OhioERC email so Dan N. doesn't have to keep updating the form.

Nate encouraged new members to work on new projects, subcommittees, with new ideas.

Chris will get back to Data Security tip sheet – has other priorities first.

Nate – NAGARA Spring Forum is March 23 at OCLC. $69 for members, $89 for non-members. 5 sessions – all day event. Still working on topics and speakers.

The next meeting is April 12.

Chris motioned to adjourn the meeting at 2:37 p.m. John seconded – All ayes.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Google Analytics update and spreadsheet/trend chart	Dan N., Eira
• Records Custodian - Archives	Send copies of documents to Fred
• Keep tabs on electronic records legislation	John, Sara
• Data Security tip sheet	Darren, John, Chris
• Fix application form to OhioERC email instead of Pari.	Dan N.
• Conference call about Data Security.	Darren, Chris
• Guidelines – review first sections	Cindy, Marlys, Roger
• Redistribute how to get to GoogleDrive	Chris
• Information Governance tip sheet	Nate, John, Dan N., Darren
• Email management	Eira, Dan N., Darren, others?
• Capstone Investigation/Literature Review	Eira, Alyshia, Darren, Dan N.
• Send application to Jacqueline Johnson	Nate
• Review roster to see if we are lacking membership in certain areas	Nate
• Oct.6 workshop flyer for April meeting	Chris
• Information Governance blurb in Guidelines Intro	Cindy, Nate
• Update Activity Log with 2017 dates	Dan. N.